

MIDTOWN ALEXANDRIA STATION CONDOMINIUM ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 08-04
COMMUNICATIONS COMMITTEE CHARTER

Establishing the structure and responsibilities of the Communications Committee

WHEREAS, Article 3, Section 3.1 of the Bylaws states that "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the condominium instruments required to be exercised and done by the Association;" and

WHEREAS, Article III, Section 3.1(6) of the Bylaws provides that the Board shall have the power to adopt rules and regulations; and

WHEREAS, the Board recognizes that a positive communications program is essential to the success of the Association and wishes to establish a standing Committee to carry out such a communications program;

NOW, THEREFORE, BE IT RESOLVED THAT a Communications Committee be established consisting of three (3) to seven (7) individuals, having the following terms of reference:

I. RESPONSIBILITY

The primary responsibility of the Communications Committee is to advise and assist the Board of Directors in developing and carrying out a program of positive information flow between and the Association and the residents.

In fulfilling its responsibility, the Communications Committee performs functions, which include but are not necessarily limited to, the following:

- A. Assist management with the dissemination of information regarding community safety and security information.
- B. Explore, recommend and assist with the implementation of additional means for communicating Association related information.
- C. Preparing a regular newsletter and/or web site informing Residents about the Association, its structure, role and objectives, and about developments and activities in the Community. The newsletter and/or web site will be the only newsletter and/or web site authorized by the Board of Directors to represent them and the Association.
- D. Arranging publicity for Community events, as requested.
- E. Preparing a Community Directory and updating it at least annually.
- F. Preparing a Welcome and Information Package to inform new Residents about the Association and the Community.

- G. Providing the Board of Directors with input during the preparation of the annual budget and during the annual planning process with respect to communications budgeting
- H. Performing other functions as directed or approved by the Board.

NEWSLETTER AND/OR WEBSITE POLICY

- I. Priority will be given to items of significance to the majority of the Membership.
- J. Legitimate controversies of interest and concern to all Residents will be reported in an objective pro/con formula. The Committee shall seek out diverse opinions in the matter and publish them only with approval of the Board.
- K. Sources of information shall be verified, accuracy of information shall be established, fact shall be distinguished from rumor, and content shall not be colored by personal opinion.
- L. The newsletter and/or web site will not be used as a vehicle for expressing political views.
- J. No libelous or inflammatory material shall be printed in the newsletter and/or web site.
- M. The Association's website and newsletter will be used and maintained for the purpose of disseminating "overview" information about the Association to the membership, residents, and general public. This information may include, but is not limited to:

1. A copy of the Association's Declaration, Bylaws, approved meeting minutes and any additional rules, regulations or restrictions deemed appropriate and useful by the Board;
2. Contact information (name, address, and telephone number) for the Association's representative who handles the official communications for the Association, as well as an e-mail address for unofficial correspondence. Further, a list of the names of the members of the Board of Directors shall be made available with contact information directed through the Association's representative.
3. Descriptions of Association committees and their members.
4. Descriptions of the Association property, surrounding neighborhoods, and other material deemed appropriate to market the Association to prospective owners, residents, and realtors.
5. Dates of upcoming Board, committee and Association meetings and community events;

6. Any other information deemed relevant and useful to the residents and members by the Board.

- N. At its sole option, the Board may authorize the Communications Committee to include links on the Association's website to other websites for the purpose of providing information pertaining to governmental and community-based services that may be of interest to the Association's residents. The Board shall disclaim any responsibility for the content of any such "linked" website, and the Board shall not endorse, guarantee or warrant any information, product or services described on any website accessed through a link from the Association's website.
- O. In all cases, the Board has the option of final review with regards to the content of both the website and the newsletter.
- P. The Communications Committee shall register and maintain a domain name for the Association's website to properly provide an internet presence for the Association through the cognizant internet domain registry.
- Q. The Communications Committee shall draft an advertising policy for review and approval by the Board. Such proposed policy should be suitable for internal use and for distribution to potential advertisers for the website and/or the newsletter. It should address at least the following:
1. The frequency of publication of the newsletter with submission and publication dead lines.
 2. A statement that the acceptance of advertising is for the convenience of the Association and its members and that the Board of Directors in its sole discretion may refuse any advertising deemed offensive. Sexually oriented or explicit advertising is specifically prohibited.
 3. A schedule of ad sizes and rates, including any allowances for multiple runs.
 4. A requirement that, for paid advertising, only camera-ready copy or artwork will be accepted. The Association will not be responsible for improving quality of submissions or any errors in submissions.
 5. A program for free advertising for Residents offering non-commercial articles or services to other Residents. (All commercial accounts shall be paid advertising.)
- R. If the Board does choose to allow such advertising, the Communications Committee shall include a disclaimer on the website and in the newsletter which states that the Association does not endorse, guarantee or warrant any information, product or service advertised on the website.
- S. The Board shall retain all responsibility and power for the decision to allow advertising on the website or in the newsletter. Such responsibility and power shall not be delegable

II. ELIGIBILITY

- A. All committee members must be property owners in good standing or tenants of units where the property owners is in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.
- B. A member shall not serve on more than one committee at a time.

III. NUMBER OF MEMBERS & LENGTH OF TERM

- A. The Board of Directors shall appoint between three (3) to seven (7) members to the Communications Committee. The Communications Committee shall not operate with less than two (2) members in the event of resignations from the Committee. There may only be one voting member on the Communications Committee from any one unit in the Association.
- B. The committee members shall be appointed to one-year terms. Members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the committee member they are replacing. In the absence of any action by the Board to appoint a successor, terms shall automatically renew.

IV. APPOINTMENT

- A. The initial members of the Communications Committee shall be appointed by a majority vote of the Board of Directors. Thereafter, beginning with the first annual meeting that occurs at least one year from the date of appointment of the initial members of the committee, the Board of Directors will make committee appointments each year at the Annual Meeting for terms beginning on the first day of the month following the annual meeting. The Board of Directors may make additional appointments, via a majority vote, throughout the year if vacancies occur.
- B. Recruitment of candidates may be done through the newsletter, announcement at the Annual Meeting or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the Association are represented on its committees. Communications Committee vacancies shall be publicized at least once in the Association newsletter and on the Association website, to the extent there is one, prior to being filled.
- C. Owners and/or resident interested in being appointed must submit their written request for appointment to the Managing Agent. Committee members in good standing are eligible for reappointment.
- D. Once the Managing Agent determines that an owner is eligible to be appointed, the Managing Agent shall forward a copy of the written request to the committee Chairperson.

- E. The committee may make recommendations to the Board on the appointment of eligible committee members.
- F. Following receipt of the committee's recommendation, the Board shall, in its sole discretion, appoint persons to serve on the Communications Committee to fill any existing vacancy. Any person appointed to the Communications Committee to fill a vacancy created by the removal or resignation of a committee member shall serve the remainder of the predecessor member's term.
- G. No owner shall continue to serve as a Communications Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association.
- H. If the Chairperson believes that an eligible owner who has requested appointment should not be appointed or that a sitting Communications Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings, then the Communications Committee Chairperson shall submit the matter for consideration by the Board of Directors at its next regularly scheduled meeting.
- I. Communications Committee members will be provided a copy of this Charter with a reasonable period of time following their appointment.

V. REMOVAL

- A. The Board of Directors may remove any committee member, with or without cause upon three (3) days written notice.
- B. The committee may make recommendations to the Board of Directors regarding the removal of committee members upon a majority vote of the committee.
- C. With the consent of the Board, a Committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings.

VI. COMMITTEE OFFICERS

- A. The Board shall appoint the Chairperson of the Communications Committee, whose term as Chair shall be one year. Members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Managing Agent, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.
- B. The Chairperson, or the committee member who is his or her designee, shall be responsible for chairing meetings of the committee.

VII. MEETINGS

- A. The Communications shall meet on a monthly basis. The Communications Committee shall publish an annual calendar of meetings. All Communications Committee meetings shall be open to owners and be held at a recognized place of the Association.
- B. The Chairperson may call special meetings of the Communications Committee upon three (3) business days notice provided that notice is provided to the Communications Committee members stating the purpose of the meeting. Advanced notice of a special meeting is deemed waived if consented to by all members of the Communications Committee or if all members of the Communications Committee are present at such special meeting.
- C. A quorum of members must be present in order to convene a meeting or conduct business. A quorum shall be present if the majority of the current committee members are present at any regularly scheduled or special committee meeting. If the committee is unable to convene a meeting due to lack of a quorum, the committee Chairperson may do one of the following:
 - 1. Reschedule the meeting; or
 - 2. Adjourn the meeting to the next regularly scheduled meeting date.
- D. The vote of a majority of Communications Committee members present at a meeting with a quorum present shall constitute the decision of the committee. All voting shall be conducted in open session.
- E. The committee Chairperson shall designate a time period on each meeting agenda for resident input.
- F. Minutes shall be taken at every meeting. Minutes shall show attendance, issues raised, votes cast by each member present, and any decisions made by the Communications Committee.
- G. Minutes shall be forwarded to the Managing Agent at least one week prior to the monthly Board meeting if possible for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.
- H. Committee and subcommittee members shall not use inappropriate language or verbal tone during their debate of the issues. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the committee, subcommittee, the committee or subcommittee as an entity or any person in attendance shall be strictly prohibited. Committee and subcommittee members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.

VIII. DUTIES OF THE CHAIR

The duties of the Chairperson shall include, but may not be limited to the following:

- A. Develop the annual meeting calendar;
- B. Prepare meeting agendas;
- C. Preside over meetings;
- D. Provide each committee member an opportunity for input;
- E. Ensure committee members and those attending the meeting are treated fairly and with respect, including when necessary ordering offending members or other attendees to leave the committee meeting;
- F. Assign committee members tasks as necessary;
- G. Submit meeting minutes to the Board of Directors as stipulated above;
- H. Serve as the liaison to the Board and represent the Communications Committee to the Board on any matters;
- I. Serve as the liaison to the Managing Agent and represent the Communications Committee at any meetings with the Managing Agent;
- J. Ensure that the Communications Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

IX. COMMUNICATIONS

- A. In the interest of ensuring strong communications between the Board of Directors and the Communications Committee, it is expected that a Committee member, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.
- B. It is expected that the committee will communicate its activities to the membership periodically through the newsletter, the website, and other communication vehicles of the association.

- C. It is expected that the committee will communicate its activities to the membership periodically through the newsletter and/or internet website and other communication vehicles of the association.

MIDTOWN ALEXANDRIA STATION
CONDOMINIUM

By:


Pamela Tyrrell, President
Board of Directors